

1-16 Release of Structure's Electronic Contract Plan Files (After Award)

Upon request from Structure Construction, Structure Design may release Structure's Electronic Contract Plan Files (After Award). Structure's Electronic Contract Plan Files (After Award) may be released for use in preparation of Contract Change Orders (CCO), Cost Reduction Incentive Proposals (CRIP), As-Builts corrections, and any other construction support operation (e.g.: falsework layout, 50-scale).

Requests for using electronic plans for other than the above reasons shall be forwarded to the Structure Design Office Chief. Approval of any such request will be made by the Structure Design Office Chief of that region, when appropriate.

The process to release the electronic files should follow the procedure set forth below and in Memo to Designers 1-16, Attachment 1.

- Request shall be made to Structure's Document Unit using form DS-DO 144E (Request for Electronic Contract Drawings).
- Structure's Document Unit shall maintain a log of the requests, the requestors' name, address and telephone number and the users' name, address and telephone number.
- After receipt and logging in the request, Structure's Document Unit sends form DS-DO 144E (Request for Electronic Contract Drawings) through the original Structure Design Branch to CADD Services to retrieve the electronic files.
- The Electronic Contract Plan files are returned to the original Structure Design Branch for removal of all signatures, seal information and names, before releasing files to the requesting party.
- The electronic files are released with a transmittal letter to the requestor through Structure's Document Unit. See Attachment C for example of Standard Transmittal Memo. The electronic files can be sent either on a burned CD or as an attachment to an Email.



In Addition:

- The requestor/user shall assume all responsibility and liability for each file and details within each file.
- The requestor/user shall conform to the Department's structure design and detailing standards, which are documented on the Department of Transportation, Division of Engineering Services Internet site for all modification to the electronic package.
- The requestor/user sends verification of receipt of electronic contract plan files to DES, Structure Document Unit.
- DES Structure Document Unit will notify Structure Design of verification of receipt.
- After receiving verification of receipt, Structure Design can now delete the electronic files.

Original signed by Richard D. Land

Richard D. Land Deputy Division Chief Engineering Services, Structure Design

BSM/pal



ATTACHMENT 1

PROCEDURE	AND RESPONSIBILITIES FO	R RELEASING
STRUCTURES' ELECT	RONIC CONTRACT PLAN F	ILES (AFTER AWARD)
Structure	Structure	Structure
Document Unit	Design Branch	CADD Services
1. Receive request - Form DS-DO		
144E (Request for Electronic		
Contract Drawings)		
2. Log in request		
A. Requestor's		
1) Name 2) Address		
3) Telephone Number		
4) Email Address		
B. User's		
1) Name		
2) Address		
3) Telephone Number		
4) Email Address		
C. Date of receipt of request		
D. Electronic files information		
3. Sends request to Original		
Structure Design Branch		
A. Logs date sent and then		
request is passed on to		
Original Structure Design		
Branch		
	1. Receives request from Structure	
	Document Unit - Form DS-DO	
	2. Dates and fills out Form DS-	
	2. Dates and fills out Form DS- DO 144E - see Attachment 2B	
	for example	
	3. Passes on request to CADD	
	Services to retrieve electronic	
	files - Form DS-DO 144E	
		1. Receives request from Structure
		Design Branch - Form DS-DO
		144E
		2. Retrieves electronic files from archives.
		3. Dates and fills out Form DS- DO 144E - see Attachment 2C
		for example
		4. Returns electronic files to
		Structure Design Branch along
		with Form DS-DO 144E



ATTACHMENT 1

PROCEDURE FOR RELEASING STRUCTURES' ELECTRONIC CONTRACT PLAN FILES (AFTER AWARD)				
		· · · · · · · · · · · · · · · · · · ·		
Structure	Structure	Structure		
Document Unit	Design Branch	CADD Services		
	4. Receives electronic files from CADD Services along with Form DS-DO 144E 5. Removes all signatures, seal			
	information, and names from each electronic file before releasing files to requesting party.			
	6. Fills out standard transmittal memo see Attachment 3 for examples			
	7. Dates and fills out Form DS- DO 144E - see Attachment 2D for example			
	8. Passes on electronic files along with Form DS-DO 144E and standard transmittal memo to Structure Document Unit			
4. Receives electronic files from Structure Design Branch along with Form DS-DO 144E and the standard transmittal memo				
5. Completes Form DS-DO 144E and retains for records - see Attachment 2E for example				
Sends electronic files along with standard transmittal memo to requestor				
7. Structure Document Unit waits for verification of receipt from requestor				
After receiving verification of receipt, Structure Document Unit sends verification to Structure Design Branch				
	Structure Design Branch waits for verification of receipt from Structure Document Unit			
	10. Receives verification and now can delete electronic files			



ATTACHMENT 2A

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION REQUEST FOR ELECTRONIC CONTRACT DRAWINGS

DS-DO 144E (New 1/02)

REQUESTOR	Mr. John Construct
ADDRESS	Structure Construction
OR	2 nd Floor - Column 11I
BRANCH	
PHONE	916. 227.9999
EMAIL	John_Construct@dot.ca.gov

	DATE: 02/10/02
NAME (3 rd Party)	Mr. Joe Consultant
ADDRESS	Bridge Engineering Inc.
	1126 Bridge Way
	Elk Grove, CA 95634
PHONE	916.554.8791
EMAIL	Joe_Consultant@aol.com

	DOCUMENTS UNIT		DESIGN BRANCH		CADD SERVICES	
ACTION	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
RECEIVED	02/15/02	DOC				
FORWARDED	02/16/02	DOC				
RECEIVED						
RETURNED						

REQUESTING (CHECK ONE)		
REVISIONS	1 ST NOTICE	
ADDENDUM	2 ND NOTICE	
CCO - CRIP	2 ND NOTICE W/ ADDENDUM	
AS-BUILTS	2 ND NOTICE W/ ADDENDUM & CCO	
OTHER	releasing E-files to Consultant	

	REQUESTING (CHECK ONE)
\boxtimes	ALL SHEETS
	SPECIFIC SHEET(S) AS NOTED

DESIGN BRANCH	H: 8 SDT 3:	EMAIL:	
CONTRACT NUM	BER / EA: 04-123321		
BRIDGE NUMBER	FILE NAME	SHEET NAME	SHEET NUMBER
ex.: 59-2482rl	59-2482rl-a-gp01.dgn	GENERAL PLAN	131 OF 267
23-0013		ALL	
23-0015		ALL	
23-0020		ALL	
23-0025		FOUNDATION PLAN	151 OF 305
23-0025		TYPICAL SECTION	164 OF 305

COMMENTS

PROJECT ENGINEER SPECIFICATION OR CONSTRUCTION ENGINEER

Fred Bridge Rep



ATTACHMENT 2B

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

REQUEST FOR ELECTRONIC CONTRACT DRAWINGS

DS-DO 144E (New 1/02)

REQUESTOR	Mr. John Construct
ADDRESS	Structure Construction
OR	2 nd Floor - Column 11I
BRANCH	
PHONE	916. 227.9999
EMAIL	John Construct@dot.ca.gov

	DATE: 02/10/02
NAME (3 rd Party)	Mr. Joe Consultant
ADDRESS	Bridge Engineering Inc.
	1126 Bridge Way
	Elk Grove, CA 95634
PHONE	916.554.8791
EMAIL	Joe_Consultant@aol.com

	DOCUME	NTS UNIT	DESIGN	BRANCH	CADD S	ERVICES
ACTION	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
RECEIVED	02/15/02	DOC	02/16/02	JPE		
FORWARDED	02/16/02	DOC	02/18/02	JPE		
RECEIVED						
RETURNED						

	REQUESTING (CHECK ONE)		
	REVISIONS	1 ST NOTICE	
	ADDENDUM	2 ND NOTICE	
	CCO - CRIP	2 ND NOTICE W/ ADDENDUM	
	AS-BUILTS	2 ND NOTICE W/ ADDENDUM & CCO	
\boxtimes	OTHER	releasing E-files to Consultant	

	REQUESTING (CHECK ONE)
◁	ALL SHEETS
◁	SPECIFIC SHEET(S) AS NOTED

DESIGN BRANCH: 8 SDT 3: Bob Detail			er	EMAIL: Bob_Detail	ler@dot.ca.gov
CONTRACT NU	MBER / EA	: 04-123321			
BRIDGE NUMBER	F	ILE NAME		SHEET NAME	SHEET NUMBER
ex.: 59-2482rl	59-24	82rl-a-gp01.dgn	(GENERAL PLAN	131 OF 267
23-0013				ALL	
23-0015				ALL	
23-0020				ALL	
23-0025	23-00)25-e-fp01.dgn	FC	UNDATION PLAN	151 OF 305
23-0025	23-0	025-m-ts1.dgn	T	YPICAL SECTION	164 OF 305
			•		
			•		
			•		

COMMENTS

PROJECT ENGINEER	SPECIFICATION OR CONSTRUCTION ENGINEER	
Jack P. Engineer	Fred Bridge Rep	



ATTACHMENT 2C

STATE OF CALIFORNIA - DEP ARTMENT OF TRANSPORTATION

REQUEST FOR ELECTRONIC CONTRACT DRAWINGS

DS-DO 144E (New 1/02)

REQUESTOR	Mr. John Construct
ADDRESS	Structure Construction
OR	2 nd Floor - Column 11I
BRANCH	
PHONE	916. 227.9999
EMAIL	John Construct@dot.ca.gov

	DATE: 02/10/02
NAME (3 rd Party)	Mr. Joe Consultant
ADDRESS	Bridge Engineering Inc.
	1126 Bridge Way
	Elk Grove, CA 95634
PHONE	916.554.8791
EMAIL	Joe_Consultant@aol.com

	DOCUMENTS UNIT		DESIGN BRANCH		CADD SERVICES	
ACTION	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
RECEIVED	02/15/02	DOC	02/16/02	JPE	02/190/2	CAD
FORWARDED	02/16/02	DOC	02/18/02	JPE	02/23/02	CAD
RECEIVED						
RETURNED						

	REQUESTING (CHECK ONE)				
	REVISIONS	1 ST NOTICE			
	ADDENDUM	2 ND NOTICE			
	CCO - CRIP	2 ND NOTICE W/ ADDENDUM			
	AS-BUILTS	2 ND NOTICE W/ ADDENDUM & CCO			
\boxtimes	OTHER	releasing E-files to Consultant			

	REQUESTING (CHECK ONE)				
\boxtimes	ALL SHEETS				
\boxtimes	SPECIFIC SHEET(S) AS NOTED				

DESIGN BRANCH: 8		SDT 3: Bob Detaile	er EMAIL: Bob_Detailer@dot.ca.gov	
CONTRACT NUM	BER / EA	: 04-123321		
BRIDGE NUMBER	F	ILE NAME	SHEET NAME	SHEET NUMBER
ex.: 59-2482rl	59-24	82rl-a-gp01.dgn	GENERAL PLAN	131 OF 267
23-0013			ALL	
23-0015			ALL	
23-0020			ALL	
23-0025	22.00	025 a fm04 dam	FOUNDATION PLAN	151 OF 305
)25-e-fp01.dgn		
23-0025	23-0	025-m-ts1.dgn	TYPICAL SECTION	164 OF 305

COMMENTS

PROJECT ENGINEER	SPECIFICATION OR CONSTRUCTION ENGINEER
Jack P. Engineer	Fred Bridge Rep



ATTACHMENT 2D

STATE OF CALIFORNIA - DEP ARTMENT OF TRANSPORTATION

REQUEST FOR ELECTRONIC CONTRACT DRAWINGS

DS-DO 144E (New 1/02)

REQUESTOR	Mr. John Construct
ADDRESS	Structure Construction
OR	2 nd Floor - Column 11I
BRANCH	
PHONE	916. 227.9999
FMAII	John Construct@dot.ca.gov

	DATE: 02/10/02
NAME (3 rd Party)	Mr. Joe Consultant
ADDRESS	Bridge Engineering Inc.
	1126 Bridge Way
	Elk Grove, CA 95634
PHONE	916.554.8791
EMAIL	Joe_Consultant@aol.com

	DOCUME	NTS UNIT	DESIGN	BRANCH	CADD SI	ERVICES
ACTION	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
RECEIVED	02/15/02	DOC	02/16/02	JPE	02/1902	CAD
FORWARDED	02/16/02	DOC	02/18/02	JPE	02/23/02	CAD
RECEIVED			02/24/02	JPE		
RETURNED			02/28/02	JPE		

	REQUESTING	(CHECK ONE)
	REVISIONS	1 ST NOTICE
	ADDENDUM	2 ND NOTICE
	CCO - CRIP	2 ND NOTICE W/ ADDENDUM
	AS-BUILTS	2 ND NOTICE W/ ADDENDUM & CCO
\boxtimes	OTHER	releasing E-files to Consultant

•	REQUESTING (CHECK ONE)
┚	ALL SHEETS
◁	SPECIFIC SHEET(S) AS NOTED

DESIGN BRANCH: 8 S		SDT 3: Bob Detailer EMAIL: Bob		_Detailer@dot.ca.gov	
CONTRACT NUM	BER / EA	\: 04-123321			
BRIDGE NUMBER	F	ILE NAME	SHEET NAME	SHEET NUMBER	
ex.: 59-2482rl	59-24	82rl-a-gp01.dgn	GENERAL PLAN	131 OF 267	
23-0013			ALL		
23-0015			ALL		
23-0020			ALL		
23-0025	23-0	025-e-fp01.dgn	FOUNDATION PLAN	151 OF 305	
23-0025		025-m-ts1.dgn	TYPICAL SECTION	164 OF 305	
				+	

COMMENTS

PROJECT ENGINEER	SPECIFICATION OR CONSTRUCTION ENGINEER
Jack P. Engineer	Fred Bridge Rep



ATTACHMENT 2E

STATE OF CALIFORNIA - DEP ARTMENT OF TRANSPORTATION

REQUEST FOR ELECTRONIC CONTRACT DRAWINGS

DS-DO 144E (New 1/02)

REQUESTOR	Mr. John Construct
ADDRESS	Structure Construction
OR	2 nd Floor - Column 11I
BRANCH	
PHONE	916. 227.9999
EMAIL	John_Construct@dot.ca.gov

	DATE: 02/10/02
NAME (3 rd Party)	Mr. Joe Consultant
ADDRESS	Bridge Engineering Inc.
	1126 Bridge Way
	Elk Grove, CA 95634
PHONE	916.554.8791
EMAIL	Joe_Consultant@aol.com
LIVIAIL	Jue_Consultant@aoi.com

	DOCUME	NTS UNIT	DESIGN	BRANCH	CADD SI	ERVICES
ACTION	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
RECEIVED	02/15/02	DOC	02/16/02	JPE	02/1902	CAD
FORWARDED	02/16/02	DOC	02/18/02	JPE	02/23/02	CAD
RECEIVED	02/28/02	DOC	02/24/02	JPE		
RETURNED	03/02/02	DOC	02/28/02	JPE		

	REQUESTING	(CHECK ONE)
	REVISIONS	1 ST NOTICE
	ADDENDUM	2 ND NOTICE
	CCO - CRIP	2 ND NOTICE W/ ADDENDUM
	AS-BUILTS	2 ND NOTICE W/ ADDENDUM & CCO
\boxtimes	OTHER	releasing E-files to Consultant

	REQUESTING (CHECK ONE)
\boxtimes	ALL SHEETS
\boxtimes	SPECIFIC SHEET(S) AS NOTED

DESIGN BRANCH: 8 SDT 3: Bob Detail		SDT 3: Bob Detailer	er EMAIL: Bob_Detailer@dot.ca.gov		
CONTRACT NUMI	BER / EA	A: 04-123321			
BRIDGE NUMBER	F	ILE NAME	SHEET NAME	SHEET NUMBER	
ex.: 59-2482rl	59-24	82rl-a-gp01.dgn	GENERAL PLAN	131 OF 267	
23-0013			ALL		
23-0015			ALL		
23-0020			ALL		
23-0025	23-0	025-e-fp01.dgn	FOUNDATION PLAN	151 OF 305	
23-0025	23-0	025-m-ts1.dgn	TYPICAL SECTION	164 OF 305	

COMMENTS

PROJECT ENGINEER	SPECIFICATION OR CONSTRUCTION ENGINEER
Jack P. Engineer	Fred Bridge Rep



ATTACHMENT 3A

State of California

Business Transportation and Housing Agency

Memorandum

To: Dolores M.Valls,

Deputy Division Chief

Division of Engineering Services

Structures Construction

EXAMPLE

Date: January 23, 2002

File: 07 – LA - 5,126 EA 07 – 1760U4

Santa Clara River

Br. No. 53-2925

CCO

From: CALIFORNIA DEPARTMENT OF TRANSPORTATION DIVISION OF ENGINEERING SERVICES

Structure Design - Mail Station 9 - 4/11G Office of Bridge Design West

Subject: CCO - Electronic File Transmittal

At the request of the Structures Construction Representative, Wesley Johnson, Caltrans' electronic files for the above-mentioned structure are being transmitted to the construction office for use by Caltrans Structure Representative to assist in assembling the CCO package.

The modified electronic package shall conform to Caltrans structure design and detailing standards. The final modifications to the electronic files for the purpose of the CCO will be made by Structure Design.

After receipt and verification of requested electronic plan files, the end-user shall immediately notify DES Document Unit of receipt of files.

If you have any questions, contact me at 227-8697 or Gary Joe at 227-8516.

OFELIA P. ALCANTARA, Chief Office of Bridge Design West

c: RLand RWolfe WJohnson GJoe



ATTACHMENT 3B

State of California

Business Transportation and Housing Agency

Memorandum

EXAMPLE

To: Dolores M. Valls,

Deputy Division Chief

Division of Engineering Services Structure Construction **Date:** January 23, 2002

File: 07 – LA - 5,126 EA 07 – 1760U4

Santa Clara River Br. No. 53-2925 CRIP Proposal

From: CALIFORNIA DEPARTMENT OF TRANSPORTATION DIVISION OF ENGINEERING SERVICES

Structure Design - Mail Station 9 - 4/11G Office of Bridge Design West

Subject: CRIP - Electronic File Transmittal

At the request of the Structures Construction Representative, Wesley Johnson, Caltrans' electronic files for the above-mentioned structure are being transmitted to the construction office for use by the contractor to assemble the CRIP package. The contractor shall assume all responsibility and liability for any modifications to the contents of the transmitted files. The modified electronic package shall conform to Caltrans structure design and detailing standards, which are documented on the Caltrans Office of Special Funded Projects Internet site, refer to:

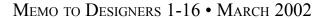
http://www.dot.ca.gov/hq/esc/osfp/design info/design info.htm

After receipt and verification of requested electronic plan files, the end-user shall immediately notify DES Document Unit of receipt of files.

If you have any questions, contact me at 227-8697 or Gary Joe at 227-8516.

OFELIA P. ALCANTARA, Chief Office of Bridge Design West

c: RLand RWolfe WJohnson GJoe





ATTACHMENT 3C

State of California

Business Transportation and Housing Agency

Memorandum

EXAMPLE

To: Dolores M. Valls,

Deputy Division Chief

Division of Engineering Services

Structure Construction

Date: January 23, 2002

File: 07 - LA - 5,126

EA 07 - 1760U4 Santa Clara River Br. No. 53-2925 AS-BUILT

From: CALIFORNIA DEPARTMENT OF TRANSPORTATION DIVISION OF ENGINEERING SERVICES

> Structure Design - Mail Station 9 - 4/11G Office of Bridge Design West

Subject: AS-BUILT- Electronic File Transmittal

At the request of the Structures Construction Representative, Wesley Johnson, Caltrans' electronic files for the abovementioned structure are being transmitted to the construction office for use by Caltrans Structure Representative to assist in assembling the As-built redline corrections.

The modified electronic package shall conform to Caltrans structure design and detailing standards. The final modifications to the electronic files for the purpose of the As-built redline corrections will be made by Structure Design.

After receipt and verification of requested electronic plan files, the end-user shall immediately notify DES Document Unit of receipt of files.

If you have any questions, contact me at 227-8697 or Gary Joe at 227-8516.

OFELIA P. ALCANTARA, Chief Office of Bridge Design West

c: RLand RWolfe WJohnson GJoe



ATTACHMENT 3D

State of California

Business Transportation and Housing Agency

Memorandum

EXAMPLE

To: Dolores M. Valls

Deputy Division Chief

Division of Engineering Services,

Structure Construction

Date: January 23, 2002

File: 07 – LA - 5,126

EA 07 – 1760U4 Santa Clara River Br. No. 53-2925 Miscellaneous Structure Construction Operations

From: CALIFORNIA DEPARTMENT OF TRANSPORTATION DIVISION OF ENGINEERING SERVICES

Structure Design - Mail Station 9 - 4/11G Office of Bridge Design West

Subject: Miscellaneous Structure Construction Operations - Electronic File Transmittal

At the request of the Structures Construction Representative, Wesley Johnson, Caltrans' electronic files for the above-mentioned structure are being transmitted to the construction office for use by Caltrans Structure Representative to assist in various Structure Construction Operations.

Structure Construction personnel may modify the electronic files for use in their construction duties. Structure Construction personnel making modifications to the electronic files will be responsible for said files. Structure Construction personnel shall not release these electronic files to non-Caltrans individual/organization without approval from Structure Design, Office of Bridge Design South.

After receipt and verification of requested electronic plan files, the end-user shall immediately notify DES Document Unit of receipt of files.

If you have any questions, contact me at 227-8697 or Gary Joe at 227-8516.

OFELIA P. ALCANTARA, Chief Office of Bridge Design West

e: RLand RWolfe WJohnson GJoe